Schedule A
Job Description
Sales Project Assistant (Summer Student)

Position Summary

Reporting to Tourism Kingston’s Travel Trade Specialist and the Director of Sales, the Sales Project Assistant is responsible for working with community partners, stakeholders accommodations, attractions, museums, and historic sites to organize and facilitate a fall focused offering of experiences and destination packages in Kingston to leverage the recovery of tourism. The Sales Project Assistant represents Tourism Kingston and the Kingston brand with professionalism and integrity, in manner, language, appearance, and attitude.

Working Conditions

The position requires the use of personal equipment such as a computer and access to internet. Working remotely, this position has varied hours of work to carry out the duties assigned. The Sales Project Coordinator is expected to work standard hours of operation of the Tourism Kingston: Monday to Friday, 8:30 am to 5 pm. Extended hours may be introduced during events, festivals, and other peak business days. While this position will work remotely due to COVID-19, the Sales Project Coordinator must be based in the Kingston region and will be required to work on-site at attractions and events in Kingston, as well as the Tourism Kingston office on occasion.

Key Responsibilities

- Represent Tourism Kingston as a frontline team member to stakeholders and community partners.
- Implement a fall programming plan as developed by the Travel Trade Specialist.
- Work closely with attractions, museums, and historic sites to develop fall programming and experiences and build an inventory of available experiences.
- Coordinate with the City of Kingston and the Downtown Business Improvement Association to ensure a cohesive approach to fall visitation to maximize revenue.
- Oversee and track progress within the CRM, maintaining records to evaluate the success of sales and marketing initiatives, projects, and events: communicating progress regularly to the Travel Trade Specialist.
- Maintain in-depth knowledge and information on the City of Kingston, visitor attractions, tours, festivals, events, as well as restaurants, accommodations, and retail.
- Other duties or projects as assigned.

Education/Experience

- Must be 18-30 years of age
- Degree in tourism management or equivalent experience preferred
- Proficiency in Microsoft office components, specifically Outlook, Word, Excel, and Teams; experience with database entry and management preferred.
- Developed interpersonal communication skills, including writing/editing, presentation, and public speaking ability.
- Demonstrated ability to plan and organize work effectively.
- Resiliency: ability to work in a fast-paced and demanding environment.
- Understanding of professionalism, initiative, and independence in the workplace.
- Ability to develop, cultivate, and maintain relationships both within the organization and with community partners and stakeholders.
- Fluency in English required; bilingual (English/French) preferred.

**Application deadline: Friday June 11th**

Please submit applications to:

Abigail Hellier  
Travel Trade Specialist  
Tourism Kingston  
abigail@tourismkingston.com